

## Payroll Calendar - University of Colorado Anschutz Campus – January 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
<b>New Year's Day</b> 1 <b>ALL CAMPUSES and SYS CLOSED</b> (Bank holiday)	2 <b>BW uploads due 9 am</b> <b>Processing BW122323</b> <b>NO OFF-CYCLE THIS WEEK</b> *	3 <b>Run Payroll Register</b> <b>BW122323</b> <b>PULL DEADLINE 10 AM:</b> <b>BW PPE 122323</b> <b>NO OFF-CYCLE THIS WEEK</b> *	4	5 <b>BW122323 PAYDAY</b> <b>(Pay Run ID BW122323)</b> <b>NO OFF-CYCLE THIS WEEK</b> *	6/7 <b>PPE 01/06/24</b> <b>Pay Run ID BW010624</b>  <b>Earn dates 12/24/23-01/06/24</b>
8	9 <b>OC010424 uploads due 5 pm</b>	10 <b>Processing OC010424</b>	11 <b>BW uploads due 5 pm</b>	12 <b>Processing BW010624</b> <b>OC010424 PAYDAY</b>	13/14
<b>MLK Day</b> 15 <b>ALL CAMPUSES and SYS CLOSED</b> (Bank holiday)	16 <b>Run Payroll Register</b> <b>BW010624</b> <b>OC011124 uploads due 5 pm</b>  <b>CU Anschutz @ 5 pm (MON 1/31)</b> <b>Additional Pay Deadline</b> <b>MON Data Entered for approval</b>	17 <b>PULL DEADLINE 10 AM:</b> <b>BW PPE 010624</b> <b>Processing OC011124</b>  <b>CU Anschutz @ 5 pm (MON 1/31)</b> <b>Vacation Payout Forms due to HR</b>	18	19 <b>MON uploads due 5 pm</b> <b>Pay Run ID MN013124</b> <b>Processing MN PPE 01/31/24</b> <b>BW010624 PAYDAY</b> <b>(Pay Run ID BW010624)</b> <b>OC011124 PAYDAY</b>	20/21 <b>PPE 01/20/24</b> <b>Pay Run ID BW012024</b>  <b>Earn dates 01/07-01/20/24</b>
22 <b>Processing MN013124</b>	23 <b>Processing MN013124</b> <b>NO OFF-CYCLE THIS WEEK</b> *	24 <b>Run Payroll Register</b> <b>MON PPE 01/31/24</b> <b>NO OFF-CYCLE THIS WEEK</b> *	25 <b>BW uploads due 5 pm</b>	26 <b>Processing BW012024</b> <b>NO OFF-CYCLE THIS WEEK</b> *	27/28
29 <b>Run Payroll Register</b> <b>BW012024</b> <b>PULL DEADLINE 10 AM:</b> <b>MON PPE 013124</b>	30 <b>OC012524 uploads due 5 pm</b>	31 <b>MON PPE 01/31/24 PAYDAY</b> <b>Pay run ID MN013124</b> <b>PULL DEADLINE 10 AM:</b> <b>BW PPE 012024</b> <b>Processing OC012524</b>			

**\* No Off-Cycle Payroll – for the week of January 2<sup>nd</sup> and January 22<sup>nd</sup>. Submit additional pay forms or leave payout forms to HR office by 5:00 pm on Friday for approval to be processed by next week offcycle.**

Last updated 2/15/23

## Payroll Calendar - University of Colorado Anschutz Campus – February 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			1	2 BW012024 PAYDAY (Pay Run ID BW012024) OC012524 PAYDAY	3/4 PPE 02/03/24 Pay Run ID BW020324  Earn dates 01/21-02/03/24
5	6 OC020124 uploads due 5 pm	7 Processing OC020124	8 BW uploads due 5 pm	9 Processing BW020324 OC020124 PAYDAY	10/11
12 Run Payroll Register BW020324	13 OC020824 uploads due 5 pm	14 PULL DEADLINE 10 AM: BW PPE 020324 Processing OC020824  CU Anschutz @ 5 pm (MON 2/29) Additional Pay Deadline MON Data Entered for approval	15  CU Anschutz @ 5 pm (MON 2/29) Vacation Payout Forms due to HR	16 BW020324 PAYDAY (Pay Run ID BW020324) OC020824 PAYDAY	17/18 PPE 02/17/24 Pay Run ID BW021724  Earn dates 02/04-02/17/24
19 <b>President's Day</b> Anschutz CLOSED  MON uploads due 5 pm Pay Run ID MN022924 Processing MN PPE 02/29/24	20 Processing MN022924 <b>NO OFF-CYCLE THIS WEEK</b>  *	21 Processing MN022924 <b>NO OFF-CYCLE THIS WEEK</b>  *	22 Run Payroll Register MON PPE 02/29/24 BW uploads due 5 pm	23 Processing BW021724 <b>NO OFF-CYCLE THIS WEEK</b>  *	24/25
26 Run Payroll Register BW021724	27 PULL DEADLINE 10 AM: MON PPE 022924 OC022224 uploads due 5 pm	28 PULL DEADLINE 10 AM: BW PPE 021724 Processing OC022224	29 MON PPE 02/29/24 PAYDAY Pay run ID MN022924		

**\* No Off-Cycle Payroll – for the week of February 19<sup>th</sup>. Submit additional pay forms or leave payout forms to HR office by 5:00 pm on Friday for approval to be processed by next week offcycle.**

## Payroll Calendar - University of Colorado Anschutz Campus – March 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				1 BW021724 PAYDAY (Pay Run ID BW021724) OC022224 PAYDAY	2/3 PPE 03/02/24 Pay Run ID BW030224 Earn dates 02/18-03/02/24
4	5 OC022924 uploads due 5 pm	6 Processing OC022924	7 BW uploads due 5 pm	8 Processing BW030224 OC022924 PAYDAY	9/10
11 Run Payroll Register BW030224	12 OC030724 uploads due 5 pm	13 PULL DEADLINE 10 AM: BW PPE 030224 Processing OC030724	14 CU Anschutz @ 5 pm (MON 3/31) Additional Pay Deadline MON Data Entered for approval	15 BW030224 PAYDAY (Pay Run ID BW030224) OC030724 PAYDAY CU Anschutz @ 5 pm (MON 3/31) Vacation Payout Forms due to HR	16/17 PPE 03/16/24 Pay Run ID BW031624 Earn dates 03/03-03/16/24
18	19 MON uploads due 5 pm Pay Run ID MN033124 Processing MN PPE 03/31/24 NO OFF-CYCLE THIS WEEK *	20 Processing MN033124 NO OFF-CYCLE THIS WEEK *	21 BW uploads due 5 pm Processing MN033124	22 Run Payroll Register MON PPE 03/31/24 Processing BW031624 NO OFF-CYCLE THIS WEEK *	23/24
25 Run Payroll Register BW031624	26 OC032124 uploads due 5 pm	27 PULL DEADLINE 10 AM: MON PPE 033124 PULL DEADLINE 10 AM: BW PPE 031624 Processing OC032124	28	29 MON PPE 03/31/24 PAYDAY Pay run ID MN033124 BW031624 PAYDAY (Pay Run ID BW031624) OC032124 PAYDAY	30/31 PPE 03/30/24 Pay Run ID BW033024 Earn dates 03/17-03/30/24

**\* No Off-Cycle Payroll – for the week of March 18<sup>th</sup>. Submit additional pay forms or leave payout forms to HR office by 5:00 pm on Friday for approval to be processed by next week offcycle.**

## Payroll Calendar - University of Colorado Anschutz Campus – April 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1	2 OC032824 uploads due 5 pm	3 Processing OC032824	4 BW uploads due 5 pm	5 Processing BW033024 OC032824 PAYDAY	6/7
8 Run Payroll Register BW033024	9 OC040424 uploads due 5 pm	10 PULL DEADLINE 10 AM: BW PPE 033024 Processing OC040424	11	12 BW033024 PAYDAY (Pay Run ID BW033024) OC040424 PAYDAY	13/14 PPE 04/13/24 Pay Run ID BW041324  Earn dates 03/31-04/13/24
15  CU Anschutz @ 5 pm (MON 4/30) Additional Pay Deadline MON Data Entered for approval	16 NO OFF-CYCLE THIS WEEK  *  CU Anschutz @ 5 pm (MON 4/30) Vacation Payout Forms due to HR	17 NO OFF-CYCLE THIS WEEK  *	18 BW uploads due 5 pm MON uploads due 5 pm Pay Run ID MN043024 Processing MN PPE 04/30/24	19 Processing MN043024 NO OFF-CYCLE THIS WEEK  *	20/21
22 Processing MN043024	23 Run Payroll Register MON PPE 04/30/24 Processing BW041324 OC041824 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 041324 Run Payroll Register BW041324 Processing OC041824	25	26 PULL DEADLINE 10 AM: MON PPE 043024 BW041324 PAYDAY (Pay Run ID BW041324) OC041824 PAYDAY	27/28 PPE 04/27/24 Pay Run ID BW042724  Earn dates 04/14-04/27/24
29	30 MON PPE 04/30/24 PAYDAY Pay run ID MN043024 OC042524 uploads due 5 pm				

**\* No Off-Cycle Payroll – for the week of April 15<sup>th</sup>. Submit additional pay forms or leave payout forms to HR office by 5:00 pm on Friday for approval to be processed by next week offcycle.**

## Payroll Calendar - University of Colorado Anschutz Campus – May 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 Processing OC042524	2 BW uploads due 5 pm	3 Processing BW042724 OC042524 PAYDAY	4/5
6 Run Payroll Register BW042724	7 OC050224 uploads due 5 pm	8 PULL DEADLINE 10 AM: BW PPE 042724 Processing OC050224	9	10 BW042724 PAYDAY (Pay Run ID BW042724) OC050224 PAYDAY	11/12 PPE 05/11/24 Pay Run ID BW051124  Earn dates 04/28-05/11/24
13	14 OC050924 uploads due 5 pm	15 Processing OC050924	16 BW uploads due 5 pm  CU Anschutz @ 5 pm (MON 5/31) Additional Pay Deadline MON Data Entered for approval	17 Processing BW051124 OC050924 PAYDAY  CU Anschutz @ 5 pm (MON 5/31) Vacation Payout Forms due to HR	18/19
20 Run Payroll Register BW051124	21 MON uploads due 5 pm Pay Run ID MN053124 Processing MN PPE 05/31/24 NO OFF-CYCLE THIS WEEK  *	22 Processing MN053124 PULL DEADLINE 10 AM: BW PPE 051124 NO OFF-CYCLE THIS WEEK  *	23 Processing MN053124	24 Run Payroll Register MON PPE 05/31/24 BW051124 PAYDAY (Pay Run ID BW051124) NO OFF-CYCLE THIS WEEK  *	25/26 PPE 05/25/24 Pay Run ID BW052524  Earn dates 05/12-05/25/24
27 <b>Memorial Day</b> ALL CAMPUSES CLOSED (Bank holiday)	28 OC052324 uploads due 5 pm	29 PULL DEADLINE 10 AM: MON PPE 053124 Processing OC052324	30 BW uploads due 5 pm	31 MON PPE 05/31/24 PAYDAY Pay run ID MN053124 Processing BW052524 OC052324 PAYDAY	

**\* No Off-Cycle Payroll – for the week of May 20<sup>th</sup>. Submit additional pay forms or leave payout forms to HR office by 5:00 pm on Friday for approval to be processed by next week offcycle.**

## Payroll Calendar - University of Colorado Anschutz Campus – June 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					1/2
3 Run Payroll Register BW052524	4 OC053024 uploads due 5 pm	5 PULL DEADLINE 10 AM: BW PPE 052524 Processing OC053024	6	7 BW052524 PAYDAY (Pay Run ID BW052524) OC053024 PAYDAY	8/9 PPE 06/08/24 Pay Run ID BW060824  Earn dates 05/26-06/08/24
10	11 OC060624 uploads due 5 pm	12 Processing OC060624	13 BW uploads due 5 pm  CU Anschutz @ 5 pm (MON 6/30) Additional Pay Deadline MON Data Entered for approval	14 Processing BW060824 OC060624 PAYDAY  CU Anschutz @ 5 pm (MON 6/30) Vacation Payout Forms due to HR	15/16
17 Run Payroll Register BW060824	18 MON uploads due 5 pm Pay Run ID MN063024 Processing MN PPE 06/30/24 NO OFF-CYCLE THIS WEEK *	19 <b>Juneteenth</b> UCB, UCD, UCCS and SYS CLOSED (Bank holiday) Processing MN063024 PULL DEADLINE 10 AM: BW PPE 060824 NO OFF-CYCLE THIS WEEK *	20 Processing MN063024	21 Run Payroll Register MON PPE 06/30/24 BW060824 PAYDAY (Pay Run ID BW060824) NO OFF-CYCLE THIS WEEK *	22/23 PPE 06/22/24 Pay Run ID BW062224  Earn dates 06/09-06/22/24
24	25 OC062024 uploads due 5 pm	26 PULL DEADLINE 10 AM: MON PPE 063024 Processing OC062024	27 BW uploads due 5 pm	28 MON PPE 06/30/24 PAYDAY Pay run ID MN063024 Processing BW062224 OC062024 PAYDAY	29/30

**\* No Off-Cycle Payroll – for the week of June 17<sup>th</sup>. Submit additional pay forms or leave payout forms to HR office by 5:00 pm on Friday for approval to be processed by next week offcycle.**